

# Start Guide for ESOL Programs

Published by the Montgomery Coalition for Adult English Literacy (MCAEL)

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This document is designed to assist an organization with starting an ESOL class or program at a new location. It provides a framework for discussing the needs, resources and sustainability for an ESOL program. MCAEL encourages users to bring a group of stakeholders together to answer these questions. If the group does not know the answer, use surveys, focus groups or interviews to gather more information before starting a class.

## **THE NEED/ENVIRONMENT:**

Why are you starting this class?

How do you know there is a need?

Are there other ESOL classes nearby? What levels/what type of ESOL classes?

What other resources are nearby?

What do you hope to achieve?

What do you think are the learners' goals? How will you confirm this?

## HOW WILL IT BE DONE:

<p>1) Who will attend the class?</p> <p>How will they learn about it?</p> <p>Who will teach the class – individual or team?</p>	
<p>2) When/What time of day will the class meet?</p> <p>How often will the classes meet?</p> <p>For how long each meeting?</p> <p>For how long – weeks/months?</p>	
<p>3) Where will you meet?</p> <p>How many people will the space hold?</p> <p>What are the tools in the space (chairs, tables, white boards etc?)</p>	
<p>4) What materials will you use/need?</p> <p>Will the organization pay for them?</p> <p>Will the organization charge for the class?</p>	

### What is the timeline for your class - start to end?

(e.g. Volunteers will participate in Instructor Training....Classes will start.)

March: ..... April: ..... May ..... June

### How will you sustain the program?

- Who will lead the program?
- What is the plan if that person leaves?
- Where will funding be found for the program?